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# **HS UASI Public Private Partnership Workshop 2014**

## **Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 15, 2014**



# STATE OF WISCONSIN

## DEPARTMENT OF MILITARY AFFAIRS

**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 <a href="mailto:michael.jordan@wisconsin.gov">michael.jordan@wisconsin.gov</a>
Budget/Fiscal:	Deb Hughes (608) 242-3236 <a href="mailto:deborah.hughes@wisconsin.gov">deborah.hughes@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@wisconsin.gov">WEMEgrants@wisconsin.gov</a> Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## **Grant Announcement Summary**

**Grant Title:** HS UASI Public Private Partnership Workshop 2014

**Description:** Funding will be used to conduct regional training workshops designed to allow participants to further explore methodologies for implementation of lessons learned during the 2013 Workshop and the subsequent educational seminars provided by the Southeast Wisconsin Homeland Security partnership (SWHSP) through a combination of additional training and an exercise.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: September 15, 2014

Project Start Date: October 1, 2014

Project End Date: August 31, 2015

**Anticipated Funding Amount:** As approved by the HSGP Funding Advisory Committee the dollar amount available under this funding opportunity is \$20,000.

**Match/Cost Sharing Requirement:** None

**Eligibility:** Waukesha County Emergency Management is the only eligible agency to apply.

**Eligible Expenses:** Funding may be used for consultants/contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

# HS UASI Public Private Partnership Workshop 2014

## Program Description

This project builds upon the success and lessons learned from the 2013 Regional Lifelines Restoration Workshop. The 2013 Workshop After Action Reports (AAR) noted numerous items for improvement planning. Working with the Southeast Wisconsin Homeland Security Partnership (SWHSP), partners from public and private entities launched a series of short seminars in 2014 addressing several of the major issues identified in the 2013 AAR, specifically dealing with business continuity and continuity of operations planning for small to medium sized organizations (both public and private). These seminars provide valuable theoretical, practical, and best practice foundations for organizations to develop operational continuity plans and programs. However, they are limited in capacity to provide hands-on experience and application of those foundations. This new project will provide regional training or workshops designed to allow participants to further explore methodologies for implementation of lessons learned during the 2013 workshop and the subsequent educational seminars provided by the SWHSP through a combination of additional training and an exercise.

## Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<http://emergencymanagement.wi.egranets.us/filecabinet/egranets-system-user-guide.pdf>

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at [Michael.Jordan@wi.gov](mailto:Michael.Jordan@wi.gov).

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## **2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

## **3. Performance Measures**

Please open this section and change the page status to Complete; then SAVE the page.

Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

## **4. Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercising contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day. Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Project Narrative**

Provide a detailed description of the workshop including a timeline for the project and an expected workshop date. Also, include a draft agenda for the event.  
Describe:

- Expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- How this project will enhance the public/private partnership's ability to build and support networks between public, non-profit and private sectors.

- How this project will provide emergency preparedness awareness and planning tools for the private sector.

### **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. A hotwash (follow-up meeting) shall be convened and reported on in Egrants prior to the grant end date.
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to DMA. Activities other than those expressly detailed in this grant are not allowable without prior approval from DMA.
4. This project will be subject to continuing program evaluation by DMA to measure progress, which may include the use of a survey tool or other assessment methodologies. The subgrantee agrees to participate in this evaluation effort and provide any information required.
5. A copy of all meeting/event materials must be submitted in Egrants.

## **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf> . It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)  
Telephone: (608) 242-3236